

# Treasure

**General Description:** The Treasurer is a Board member who, in addition to having the regular duties of a Board member, is responsible for managing and overseeing the financial affairs of the WCCSC and ensuring that the WCCSC has effective financial systems and procedures in place that allow the Board and Staff to make sound financial decisions.

- Time Commitment

At least one Board meeting a month. Individual meetings with staff can occur during the year to prepare the budget.

- Duties and Responsibilities

The Treasurer's responsibilities are:

- to lead, in consultation with Managers, the preparation of an annual operating and capital budget for the Board's approval;
- to prepare and provide financial monitoring reports at Board meetings, including variances from approved budgets;
- to work with the designated professional accountant in preparing annual financial reviews, reports or audits;
- to advise the Bookkeeper on financial management and transactions, including transactions related to government grants;
- to ensure that full and accurate accounts are kept of all inventory, invoices, receipts and disbursements;
- to work with Managers on long-range financial planning, including planning of capital reserves;
- to advise the Board on the sound management of financial resources and policies, including investment policies;
- to ensure that WCCSC carries the optimal insurance coverage required to protect the WCCSC, its assets and its membership;
- to participate in the Human Resources Committee.

The Treasurer exercises financial signing authority.

If authorized by the Board, the Treasurer may delegate any of the duties above but remains ultimately accountable. Signing authority may only be delegated to a Board Member with signing authority.

- Required Skills

The Treasurer should have a good understanding of financial planning, budgeting and oversight of bookkeeping. The club has a bookkeeper.

- Training

Board orientation after the Ski Club Annual general Meeting usually in October.

- Reports to: The Board of Directors